Reference number: 2021/02

Appendix 4 to STC

**Contracting Authority:**

Solidarity Fund PL

02-482 Warszawa, ul. Wołodyjowskiego 69a

NIP: 526-226-42-92, REGON: 012345095

**Economic Operator:**

…………………………………………………………………………

*(Full name/company, address, NIP/PESEL, KRS/CEiDG, as relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

TENDER FORM

I/We, the undersigned:

........................................................................

acting for and on behalf of the Economic Operator/the Economic Operators applying jointly:

..............................................................................................................................................................

*(Registered name of the Economic Operator/the authorized representative of the Economic Operators applying jointly for the contract award)*

................................................................................................................................................…………..

*(Registered name of the Economic Operator/the authorized representative of the Economic Operators applying jointly for the contract award)*

*................................................................ ...........................................................................*

*(Phone/fax number) (E-mail address)*

joining the public procurement procedure conducted by the Solidarity Fund PL in an open-tender procedure for **conducting surveys of employers regarding the forecasts of demand for employees in ten regions of Ukraine. The survey shall be conducted under the Polish component of the “EU4Skills” Programme founded by the European Union from the financial means for the reform of vocational education in Ukraine.**

I/We hereby submit this tender for the performance of the contract, and:

1. I/We declare that I/we have become acquainted with the Contracting Authority’s requirements regarding the contract subject, specified in the Specification of Essential Terms of Contract and appendices thereto, and I/We have no objection to the said rules.
2. I/We undertake to perform the contract subject in accordance with the financial terms specified in the description of the contract subject.
3. I/We declare that I/we shall perform the contract in accordance with the Specification of Essential Terms of Contract, Detailed Description of the Subject-Matter of the Contract, and draft of contract.
4. I/We declare that I/we have fulfilled the obligation to provide information set out in Article 13 or Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), to natural persons whose personal data were obtained directly (employees, contractors) or indirectly (third parties) and made available in order to apply for the award of the public contract in this procurement procedure.
5. I/We declare that I/we shall be bound by the tender for a period of 30 days from the tenders submission due date.
6. We declare that the information and documents contained in the tender on **pages from ........................ to ......................... constitute the company’s proprietary information/business secret** within the meaning of the legislation on combating unfair competition, and we hereby reserve that they must not be shared. The information and documents on other pages of the tender are public.

*(Should a tender be reserved as proprietary information, the Economic Operator shall demonstrate, not later than on the tender submission due date, that the restricted information is proprietary, in particular specifying how the conditions have been fulfilled, as referred to in Article 11 para. 2 of the Act of 16 April 1993 on combating unfair competition, according to which a business secret refers to specific information that meets jointly the below three conditions:*

* 1. *it is the enterprise’s technical, technological, organizational or other information having commercial value,*
	2. *it has not been disclosed to the public,*
	3. *information in relation to which the enterprise has taken necessary steps to maintain confidentiality.)*
1. I/We declare that I/we intend to commission the performance of the following tasks to subcontractors:

|  |  |  |
| --- | --- | --- |
| No. | Description of a part of contract that the Economic Operator intends to commission to a subcontractor  | Subcontractor’s name (name and surname)  |
|  |  |  |
|  |  |  |

1. A declaration of **the Economic Operator’s technical capabilities**
2. I/We declare that I/we have a network of interviewers in the regions where the survey is to be conducted (regions: Vinnytsya, Zaporizhzhya, Lviv, Mykolayiv, Poltava, Rivne, Chernivtsi, Kirovohrad, Odesa, Dnipropetrovsk).

(Comments)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I/We declare that I/we have software to handle various types of computer-assisted interviews.

(Comments)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I/We declare that I am/we are able to provide the documentation of the survey quality monitoring, including recordings of telephone calls, time indicators and geolocation of interviewers and respondents.

(Comments)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Information on **the Economic Operator’s experience in conducting surveys**:
2. Please, list and describe (survey name, subject, surveyed group, survey place, contracting authority) at least 3 surveys conducted by the Economic Operator on a sample of at least 1,000 respondents:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please, list and describe (survey name, subject, surveyed group, survey place, contracting authority) at least one survey of employers/enterprises carried out by the Economic Operator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please, list and describe (survey name, subject, surveyed group, survey place, contracting authority) at least 3 surveys completed by the Economic Operator in Ukraine:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Information on **the** **experience of a survey coordinator appointed to perform the contract**:
2. Name and surname of a person appointed to perform the contract as a survey coordinator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Experience of a person appointed to perform the contract as a survey coordinator as regards the coordination of research projects with a survey component (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Experience of a person appointed to perform the contract as a survey coordinator as regards the coordination of surveys of employers/enterprises (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Experience of a person appointed to perform the contract as a survey coordinator as regards the coordination of surveys in Ukraine (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Information on the level of professional communication skills of a person appointed to perform the contract as a survey coordinator in languages required in accordance with SETC.

Please, mark an X appropriately in the table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No skills | A1 | A2 | B1 | B2 | C1 | C2 |
| English  |  |  |  |  |  |  |  |
| Ukrainian  |  |  |  |  |  |  |  |

The confirmation of language proficiency (e.g. certificates, professional experience of XYZ years of work in a given language environment, etc.)

…………………………………………..

1. Information on **the** **experience of a person appointed to perform the contract as a quantitative research specialist:**
2. Name and surname of a person appointed to perform the contract as a quantitative research specialist:

………………………………………

1. Experience of a person appointed to perform the contract as a quantitative research specialist as regards the work on research projects with a survey component (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Experience of a person appointed to perform the contract as a quantitative research specialist in carrying out surveys of employers/enterprises (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Experience of a person appointed to perform the contract as a quantitative research specialist in carrying out surveys in Ukraine (survey name, subject, surveyed group, survey place, contracting authority):

\_\_\_\_\_\_\_\_\_\_

1. Information on the level of professional communication skills of a person appointed to perform the contract as a quantitative research specialist in languages required in accordance with SETC.

Please, mark an X appropriately in the table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No skills | A1 | A2 | B1 | B2 | C1 | C2 |
| English |  |  |  |  |  |  |  |
| Ukrainian  |  |  |  |  |  |  |  |

The confirmation of language proficiency (e.g. certificates, professional experience of XYZ years of work in a given language environment, etc.)

…………………………………………..

1. **Information on the size of research sample.**

With reference to Appendix 1 to SETC “Description of the Contract Subject” item 1.g, I hereby undertake to carry out at least ……………………………… questionnaire interviews for all regions in total.

1. Price offer in PLN:

……………………..

1. Declaration regarding the price offer

I/We hereby declare that the price offer includes all expenses incurred by the Contracting Authority in relation to the service provided by the Economic Operator (VAT tax or the Economic Operator’s and the Contracting Authority’s — Payer’s compulsory social security (ZUS) contributions resulting from laws in force), as well as the costs of accommodation in Ukraine, meals, insurance, local transport, flights/travelling between Poland and Ukraine (unless travels are commissioned separately by the Contracting Authority), computer equipment, mobile communications, and software (word processor/spreadsheet).

*/optionally “I/We declare that the price offer does not include the following costs incurred by the Contracting Authority: (specify)”*

1. We declare the readiness to implement the offer from ………………. *(starting date of readiness to implement the offer)*
2. The following are attached to this form, and constitute the integral part of the offer (\*mark as appropriate or delete):
3. CV of a person appointed to perform the contract as a survey coordinator (optional)
4. CV of a person appointed to perform the contract as a quantitative research specialist (optional)
5. The Economic Operator’s references (optional)

|  |  |  |
| --- | --- | --- |
| (Place and date) |  | (Signature of a person authorized to represent the Economic Operator) |